

I. SPECIAL EVENTS HIGHWAY PERMIT POLICY

A. Purpose

The purpose of these regulations is to establish policies and procedures for accommodating special events in the right-of-way of the County Highway System. These regulations apply to all special events in highway right-of-way in which the County has interest.

B. Definitions

Department – The LaSalle County Highway Department.

Illinois Highway Code – The Illinois Compiled Statutes, 605 ILCS 5/1-101 et.seq.

MUTCD – Current edition of the Manual on Uniform Traffic Control Devices.

C. Permit Application Requirements

1. A Special Events Permit will be required for any proposed use of the County right-of-way. A permit from the Highway Department will not be required if the event takes place outside the County right-of-way.
2. A map clearly indicating the proposed event route(s) and direction of travel and/or proposed closure(s) shall be submitted with the permit applications for review by the LaSalle County Highway Department. Portions of certain county highways will not be allowed to be closed in order to ensure essential services and emergency services are maintained. The “Official highway Map of LaSalle County” can be found on the County Highway website <http://lasallemountyhighway.org>.
3. The design and placement of event signage and traffic control devices shall meet the requirements of the most current edition of the Manual on Uniform Traffic Control Devices and the Illinois Supplement thereto. At the direction of the County Engineer complex routes shall be designed by and carry the seal of an Illinois Registered Professional Engineer.
4. Closure of county highways is discouraged. Closures if allowed must take place in non-peak traffic hours and will not exceed 4 hours in length. If portions of roadways are to be closed, a proposed detour route plan along with structural reviews prepared by an Illinois Registered Structural Engineer should be submitted a minimum of 2 months in advance of the event for review and approval by the highway authorities having jurisdiction over the roadways included in the detour. Closures greater than one mile in length or creating adverse travel greater than 5 miles in length will not be allowed.
5. If the event will take place under traffic, advance warning signs should be placed along the route at all intersections to alert motorists to the presence of event participants upon the roadway. All persons performing traffic control must be certified flaggers, or law enforcement officers.

6. Directional signs should be placed on their own supports on the shoulder of the road so that no part of the sign encroaches on the pavement. No such temporary signage should be placed on the permanent highway signs and sign supports. All such temporary signage should be put up immediately before and removed immediately after the event. All such temporary signs shall be placed a minimum of 100 feet from any permanent highway signage. No paint markings are to be placed upon pavement surfaces. As an alternative to signage, event staff could be stationed along the route to ensure participants stay on the intended route.
7. When township roads are included in the route for the event the Township Highway Commissioners having jurisdiction on the roads shall be contacted and permits or permission obtained in writing from each. A highway map and list of highway commissioners can be found on the County Highway website <http://lasallecountyhighway.org>.
8. If applicable event planners should ensure that the routes chosen meet certain criteria for bicycle suitability. Consideration should be given to traffic volume, traffic composition (i.e. trucks), traffic speed, lane widths, and paved shoulders. It should be noted that most county highways score poorly for bicycle suitability according to the Bicycle Compatibility Index method developed by the FHWA and IDOT.
9. Rest or refreshment stations should be off of the highway right-of-way. Portable toilets should be placed off of the highway right-of-way.
10. Trash, signage, etc. shall be removed from the highway right-of-way immediately upon conclusion of the event. Costs for repairing damage and additional maintenance work on the highways as a result of the event will be billed to the event sponsor and no further permits issued until all such costs are paid.

D. General Requirements

1. Authority of County

A “permit” from the County Engineer grants permission only to undertake certain activities in accordance with these regulations in a County right-of-way and does not create a property right or grant authority to the Applicant to infringe on the rights of others who may have an interest in the right-of-way. Such others might include an owner of an underlying fee simple interest if the right-of-way is by grant of an easement, an owner of an easement, or another Applicant. It is the responsibility of the Applicant to satisfy all owners of property within or adjacent to County right-of-way or highway easements.

2. Compliance

The applicant shall comply with all other applicable laws. The issuance of Special Events Permit by the County Engineer does not excuse the Applicant from complying

with other requirements of the County Engineer (e.g., oversize and overweight vehicles) or the requirements of other local, state, or federal agencies.

3. Compliance by Other Agencies

State, county, township, municipalities, and other local units of government are subject to all the requirements of this policy.

4. Stop-Work Order/Revocation of Permit

The County Engineer may suspend or revoke a permit on the following grounds:

- The event or activity was started without a valid permit.
- A material provision or condition of the permit was substantially breached.
- A material misrepresentation has been made in the application for a permit.
- The Applicant failed to maintain the required bonds or other security and insurance.
- The Applicant failed, in a timely manner, to correct deficiencies that do not conform to applicable standards, conditions, or federal, state, or local laws, rules or regulations.
- An evasion or attempt to evade any material provision of the permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The event poses a hazardous situation or constitutes a public nuisance, public emergency, or other threat to the public health, safety, or welfare.

The County Engineer has the right to correct the deficiencies either through the bond or other security for the permit or as a bill submitted to the Applicant.

All conditions that pose a hazardous situation or constitute a public nuisance, public emergency, or other threat to the public health, safety or welfare shall be corrected immediately by the Applicant.

5. Lifting of Suspension/Reinstatement of Permit

The County Engineer may lift a suspension or reinstate a permit if:

- A permit application and applicable fees and fines are paid and submitted, and the County Engineer has issued a permit.
- An amended application is submitted correcting any misrepresentations included in the original permit application.
- The Applicant provides proof that the required bonds or other security and insurances have been reinstated.
- After discussions with the County Engineer, that Applicant submits a revised schedule and completion date that is acceptable to the County Engineer.
- The Applicant corrects the situation that does not conform to applicable standards, conditions or federal, state, or local laws.

- The Applicant agrees to follow all provisions of the permit and makes any reparations for the perpetration or attempt to perpetrate any fraud or deceit upon the County.
- The conditions posing a hazardous situation or constituting a public nuisance, public emergency, or other threat to the public health, safety, or welfare are corrected or removed.

6. Advance Public Notification

Advance public notification will be required prior to commencing of the event. The advance public notification shall be by use of advance warning signs or message boards placed for each direction of traffic involved. With issuance of the Special Event Permit, the advanced notification shall be posted at least 72 hours prior to commencing of the event. The message will be as specified by the County Engineer.

II. PERMIT APPLICATION AND FEES

Special Events Permit – The LaSalle County Highway Department does not charge an application fee for these events. Applicant shall be responsible for all costs incurred from consultants or Department personnel for evaluating complex traffic control plans involving full closures, lane closures or detours. Department personnel will be billed at \$100 an hour.

III. SPECIAL EVENTS PERMIT REVIEW PROCESS

1. The process begins with the Applicant submitting the application to the Permit Section Staff.
2. The Permit Section Staff reviews the applications for completeness.
3. The applications will then be logged into a master spreadsheet.
4. The Permit Section Staff shall review other County projects and other permit events for coordination. The Permit Section Staff will notify the Applicant if coordination with these other projects or events is required.
5. The Applicant shall submit the required items to the Permit Section Staff, including the application form signed by the Applicant.
6. The Permit Section Staff will forward comments to the Applicant. The Permit Section Staff will also address any questions or special requests from the Applicant.
7. The Applicant shall furnish to the Permit Section Staff a revised submittal that includes a written disposition of all comments which is signed by the Applicant.
8. Once the Applicant meets or exceeds the requirements of these Permit Regulations, the County Engineer shall be responsible for the issuance of the Special Events Highway Permit.